

# SINGLE-STREAM RECYCLING IN HARFORD COUNTY

# Al**To**gether Now!

All Your Recyclables, One Container

## Recycling & Waste Reduction for Employees

An office recycling program is most effective when combined with a waste reduction program. Waste reduction is achieved by avoiding the generation of waste by using less when possible, using supplies and equipment more efficiently and buying products that are more durable, easily repairable, that has less packaging and are recyclable.

In 2010 the Environmental Protection Agency (EPA) reported that on average, Americans created approximately 250 million tons of waste, or about **4.3 pounds of waste per person per day**.

Reducing the amount of waste created in a work setting makes economic and environmental sense by saving costs and helping to conserve natural resources and energy.

### Effective Methods of Waste Reduction

A program that includes all or a combination of the following waste reduction methods can be easily implemented. However, like any new program it will require everyone's cooperation for it to become effective. Waste Reduction is an important component of recycling.

### Office Recycling

Now that Harford County has adopted the single-stream recycling program, recycling has become even more convenient both at home and at the workplace.

Please become familiar with the additional items that are now recyclable and with the added convenience of putting all recyclables in one container designated for recycling.

Aside from the small recycling container at each individual desk, there should also be larger containers, for example near the copy machine, and near the kitchen area or lunch room.

Reminders of what to recycle and what NOT to recycle should be posted conveniently for everyone to make sure they are recycling acceptable types of material. Identify where recyclables are generated and determine appropriate container sizes.

Each collection receptacle should be clearly labeled. A single stream recycling flyer should be posted next to each large receptacle identifying the acceptable and unacceptable materials.

***The program will succeed only if every employee understands the importance of recycling and is motivated to participate.***

### Waste Reduction Tips

- Buy only what you need
- Purchase energy saving products
- Repair items instead of purchasing new ones whenever possible.
- Use rechargeable batteries
- Reuse & Recycle printer cartridges
- Remove your name from unwanted mailings
- Educate others about waste reduction.
- Avoid over packaged products
- Purchase items in bulk
- Use washable cloth towels instead of paper towels.
- Pack a zero-waste lunch by utilizing reusable containers instead of disposable.
- Use both sides of a piece of paper
- Reuse Interoffice mail envelopes & recycling mailing envelopes
- Use email
- Store files electronically
- Print less
- Eliminate duplicate copies of mail & circulate one copy in office

Harford County Office of Recycling





## Why Recycle?

### 1. It's Simple

It's easy to recycle every week! Now you can place recyclable paper, plastic, cans, glass and cardboard together in the same container. You don't even need to remove lids, caps or labels. We just ask that any liquids are first removed and to lightly rinse any food residue from containers.

### 2. It's Resourceful

We can all become better stewards of the environment. Recycling one aluminum can saves enough electricity to run a television for 3 hours! Recycling provides you with an opportunity to conserve our natural resources.

### 3. It's Smart

Recycling saves money by conserving landfill space, reducing energy usage, creating jobs, and by reducing air emissions and wastewater.

## Have Questions?

Office of Recycling  
(410) 638-3417

[www.harfordcountymd.gov](http://www.harfordcountymd.gov)

## Buy Recycled

Buying recycled products allows the recycling process to come full-circle and helps to sustain the market for recycled materials.

The EPA has guidelines for purchasing recycled products. All 50 states, the District of Columbia and more than 200 local governments (including Harford County Government) have instituted policies favoring purchase and use of recycled products.

Harford County made the commitment to buy recycled with the Administrative Policy 1500-01 dated November 1, 1991. It is important that every department and agency read and understand the policy and review existing specifications to eliminate limitations against recycled products.



When making purchases, look for office supplies & materials that are made from recycled materials. There are a wide variety of office supplies available that are made from recycled materials. Examples of these products include but are not limited to, paper products, pens, pencils, garbage bags, carpets, collection containers, oil, wiping cloths, etc.

## Single Stream Recycling

### ACCEPTABLE ITEMS

Envelopes 🌐 Phone Books 🌐  
File Folders 🌐 Hardback Books 🌐 Paperback Books 🌐  
Magazines 🌐 Junk Mail 🌐 Manila Envelopes 🌐 Scrap Paper 🌐 Index Cards 🌐  
Office or Copy Paper 🌐 Cardstock Paper 🌐  
Corrugated Cardboard 🌐 Greeting Cards 🌐  
Paperboard Boxes 🌐 All Plastics #1-7 (no Styrofoam) 🌐  
Bottles & Jugs 🌐 Wide-mouth Containers (yogurt, peanut butter, margarine, etc.) 🌐 Disposable Plastic Cups 🌐 Aluminum Cans 🌐  
Aluminum Foil 🌐 Metal Cans 🌐 Empty Aerosol Cans 🌐  
Aluminum Bake Ware 🌐 Glass Food & Beverage Bottles & Jars

### NOT ACCEPTABLE

Paper Towels 🌐 Tissues 🌐 Used Paper Plates & Cups 🌐  
Foil Gift Wrap 🌐 Waxed or Laminated Paper 🌐 Food Contaminated Boxes 🌐 Pizza Boxes 🌐 Styrofoam 🌐  
Cutlery (forks, knives & spoons) 🌐 Light Bulbs